

**ADMINISTRATION****Assistant Superintendent for Administration & Personnel****A. Primary Function**

The Assistant Superintendent for Administration and Personnel is responsible for the day to day administration of the school division and for the organization, operation and administration of the departments of personnel and technology.

**B. Appointment**

The Assistant Superintendent for Administration and Personnel shall be appointed by the school board upon the recommendation of the superintendent.

**C. Duties and Responsibilities**

The superintendent shall be responsible for developing and maintaining an appropriate job description under the guidelines established in board policy #3-13.

**Editor's Note**

*See also Stafford County School Division's Job Description Manual*

Adopted by School Board: March 26, 1996